

## EMPLOYEE SEPARATION CLEARANCE INSTRUCTIONS

The attached employee separation clearance form should be taken to the organizations in the order shown below. This form must be returned to the Personnel and Management Analysis Branch (PMAB) on your last workday after all signatures have been obtained. PMAB will complete the checkout process and submit the clearance form to HQ payroll to assure that your final salary check and lump sum annual leave payment may be issued. You cannot receive your final pay check until PMAB receives the completed separation clearance form from you and submits it to HQ Payroll.

Contact Sherry Stotemyer at (865) 576-0669 at least two weeks prior to your last day of employment if you desire an exit physical.

Send the following e-mail message, "This is to notify you that I plan to leave ORO/OSTI/NNSA employment on ----- date. Please discontinue telephone voice messaging and close all computer accounts in my name," to the Information Resources Management Division at [IRMD@oro.doe.gov](mailto:IRMD@oro.doe.gov) and to the Assessment and Emergency Management Division at [Davisbj@oro.doe.gov](mailto:Davisbj@oro.doe.gov) to assure employee databases remain current. Attach copies of each e-mail message to your separation clearance form.

Go to <https://www-internal.y12.doe.gov/prism> to transfer custodianship of computer equipment to J.V. Russell. Attach a copy of the completed transfer to your separation clearance form.

The following Oak Ridge Operations employees/contractor personnel will assist you in completing the sections identified below:

Section of Form	Assisting Employee(s)	Organization	Location
Part I	Louise Dean, RN	Personnel & Management Analysis Branch	FOB Room 1207
Part II	Departing Employee's Supervisor (Branch level or above)	Departing Employee's Organization	Varies
Part III A. (See Note Below <u>1</u> )	Hester Smith Tim Southard (Alternate)	Oak Ridge Financial Service Center	FOB Room 2045-1 FOB Room 2067-1
Part III B.	Kathy Braden Penny Sharp (Alternate)	Oak Ridge Financial Service Center	FOB Room 2033-4 FOB Room 2024-2
Part IV	Training Center	Training and Development Group (contractor support)	FOB Room G-055
Part V.A	Cathy Fallon Scott McGill (Alternate) Jim Thompson (Alternate)	Information Resources Management Division	FOB Room B3-2
Part V.B.	Richard Dotson Gwen Senviel (Alternate) Charlene Battison (Alternate) Connie Hinton (Alternate)	Information Resources Management Division	FOB Room 2124-3
Part V.C.	Susie Henley	Information Resources Management Division (contractor support)	FOB Room 2124-3
Part VI	Sherry Bolinger	Office of Safeguards and Security (contractor support)	2714H Room H-16
Part VII	Kim Dodson <b>(ORO/OSTI)</b> (Call (865) 576-0921 for an appointment) Sharon Daly <b>(YSO)</b> (865) 574-4285 <b>or</b> Mary Helen Hitson, (865) 576-9856	Office of Safeguards and Security (contractor support)  Y-12 Site Office, NNSA	FOB – Ground Floor  Bldg. 9704-2, Rm. 132
Part VIII	Jill Stephenson (865) 576-0677 Cathy Clifton (865) 576-0680	Personnel and Management Analysis Branch	FOB 1221

1/ All travel documents and receipts for the last 120 days prior to separation must be submitted to ORFSC in order to receive clearance from ORFSC under this Part.

**DEPARTMENT OF ENERGY  
OAK RIDGE OPERATIONS  
EMPLOYEE SEPARATION CLEARANCE**

Name (Last, First, MI)  Forwarding Address	Organizational Unit	Last Day of Work (or Last Day on Employment Rolls):	Type of Separation  <input type="checkbox"/> Resignation <input type="checkbox"/> LWOP <input type="checkbox"/> Transfer to:  <input type="checkbox"/> Other:
--	---------------------	---	---

**PART I. EMPLOYEE HEALTH STATION**

☐ I want my medical records copied and mailed to me. I have completed the necessary form for this transaction.

Date: \_\_\_\_\_ Signature of Health Station Official: \_\_\_\_\_

**PART II. CERTIFICATION OF EMPLOYING OFFICE**

☐ After examination of appropriate records, I certify that the employee is not charged with any Research and Development reports or other classified or nonclassified documents, books, periodicals, equipment, or supplies. No federal records may be removed from DOE by a departing employee. I also certify the employee ☐ is ☐ is not currently involved in the conduct of procurement expected to result in a contract or modification in excess of \$100,000, as defined by the Procurement Integrity requirements of Public Law 100-679.

Date: \_\_\_\_\_ Signature of Supervisor: \_\_\_\_\_

**PART III.A. ACCOUNTS PAYABLE - TRAVEL**

☐ Government Credit Card Returned ☐ Government Credit Card Not Issued ☐ Vouchers Cleared ☐ Advances Cleared ☐ Last 120 Days Travel Documents Obtained  
Indebtedness (specify): \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Travel Official: \_\_\_\_\_

**PART III.B. ACCOUNTS PAYABLE - PAYROLL**

Clearance granted or deductions made in final check for following items:

☐ Clearance Granted ☐ Leave Indebtedness ☐ Other (specify) \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Payroll Official: \_\_\_\_\_

**PART IV. ACTION OF TRAINING AND DEVELOPMENT GROUP**

☐ Proper documentation for training complete. ☐ Proper documentation for training incomplete.\*

Date: \_\_\_\_\_ Signature of Training Official: \_\_\_\_\_

\* I understand that if proper documentation for training courses is incomplete, those training courses will not be recorded in my Official Personnel File.

Date: \_\_\_\_\_ Signature of Employee: \_\_\_\_\_

**PART V.A. ACTION OF INFORMATION RESOURCES AND MANAGEMENT DIVISION (IRMD) FACILITY MANAGEMENT (Room B03)**

<input type="checkbox"/> Calculator	<input type="checkbox"/> Not Issued	<input type="checkbox"/> Motor Vehicle	<input type="checkbox"/> Not Issued	<input type="checkbox"/> Building Key	<input type="checkbox"/> Not Issued
<input type="checkbox"/> Briefcase	<input type="checkbox"/> Not Issued	<input type="checkbox"/> Property Pass	<input type="checkbox"/> Not Issued	<input type="checkbox"/> Keyless Access Code	<input type="checkbox"/> Not Issued
<input type="checkbox"/> Dictating/Transcriber	<input type="checkbox"/> Not Issued	<input type="checkbox"/> Desk Lamps	<input type="checkbox"/> Not Issued	<input type="checkbox"/> Safe Combinations	<input type="checkbox"/> Not Issued
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Not Issued	<input type="checkbox"/> Ergonomic Chair	<input type="checkbox"/> Not Issued	<input type="checkbox"/> Mobile Phone	<input type="checkbox"/> Not Issued
<input type="checkbox"/> Memorywriter	<input type="checkbox"/> Not Issued	<input type="checkbox"/> Recorder	<input type="checkbox"/> Not Issued	<input type="checkbox"/> Heaters/Fan	<input type="checkbox"/> Not Issued

Date: \_\_\_\_\_ Signature of IRMD Official: \_\_\_\_\_

**PART V.B. INFORMATION RESOURCES AND MANAGEMENT DIVISION (IRMD)- INFORMATION TECHNOLOGY MANAGEMENT (Room 2124)**

ADP Equipment on Loan:	9 Obtained from employee	9 Not Issued
ADP Equipment used for Work At Home	9 Obtained from employee	9 Not Issued
E-mail notification requesting closure of Computer Accounts	9 Received from employee	9 Not Received
Printed copy of PRISM update showing successful transfer of any sensitive equipment (i.e., CPU, monitor, printer, scanner, facsimile) Misc.		
Hardware/Software (i.e., zip drive, non-supported software)	9 Obtained from employee	9 Not Issued

Date: \_\_\_\_\_ Signature of IRMD Official: \_\_\_\_\_

**PART V.C. INFORMATION RESOURCES AND MANAGEMENT DIVISION (IRMD) - INFORMATION TECHNOLOGY MANAGEMENT (Room 2124)**

Telecommunication Equipment

Telephone credit cards:	9 Obtained from employee	9 Not issued
Cellular Phone:	9 Obtained from employee	9 Not Issued
Pager:	9 Obtained from employee	9 Not Issued
Mobile Phone:	9 Obtained from employee	9 Not Issued
Radio:	9 Obtained from employee	9 Not Issued
E-mail notification	9 Received from employee	9 Not Received

Date: \_\_\_\_\_ Signature of IRMD Official: \_\_\_\_\_

**PART VI. CLASSIFIED DOCUMENT CONTROL**

Classified document inventory completed and all secret documents returned to the Central Library.

Date: \_\_\_\_\_ Signature of Central Library Official: \_\_\_\_\_

**PART VII. SECURITY BRIEFING - *APPOINTMENT IS REQUIRED***

Security termination briefing conducted and Termination Statement (DOE F 5631.29) signed.	9 YES	9 Not required
Other special briefings (cryptographic, NATO, FIL, etc.) conducted and briefing forms signed.	9 YES (specify special briefing )	9 Not required

All security badges, passes, and/or identification cards returned.

Date: \_\_\_\_\_ Signature of Security Official: \_\_\_\_\_

**PART VIII. ACTION OF PERSONNEL OFFICE**

9 Verbal Exit Interview Conducted by Primary HR Contact  
9 Exit Survey Provided to Employee  
9 Retirement SF-2810, Health Benefits Issued  
9 SF-8, Unemployment Compensation Notice Issued  
9 SF-2821, Life Insurance Status Issued  
9 SF-2819, Conversion Privilege Issued  
9 DOE 3735. 1, Report of Financial Interest Issued  
9 Memo Issued Regarding, Restrictions Relating to Future Employment  
9 Certificate of Procurement Integrity Issued 9 Not Issued

Date: \_\_\_\_\_ Signature of Human Resources Official: \_\_\_\_\_

9 I am 9 am not a Procurement Official (subject to procurement integrity requirements of Public Law 100-679, as amended) leaving the Government during the conduct of a specific procurement(s) expected to result in a contract or contract modification for new work in excess of \$100,000. (If this block is checked you are required to sign a "Certificate of Procurement Integrity Upon Leaving the Government.")

Date: \_\_\_\_\_ Signature of Employee: \_\_\_\_\_